



BLR Health and Safety Catalog

This catalog consists of twenty (20) courses that are available for all learners. All courses in the Health and Safety Catalog are open for self-enrollment in ELM.

- You can locate these courses by logging into by logging into ELM (www.in.gov/spd/instep) and then follow the navigation: **ELM/Main Menu/Self-Service/Learning/Browse/SPD/BLR Training Catalog/BLR Health & Safety Catalog**

Course Code	Health and Safety Catalog	Course Description	Course Length
BLR_0004	Avoiding Back Injuries	The main objective of this session is to help you prevent back injuries. By the time the session is over, you should be able to: identify causes of back injuries; prevent back injuries; use proper lifting, load carrying, and unloading techniques to help protect your back; and think smart about your back and the importance of keeping it healthy.	33 min
BLR_0005	Avoiding Exposure to Bloodborne Pathogens	This session discusses how you might be exposed to bloodborne pathogens and infectious diseases, how you can protect yourself from exposure, and how to clean up and properly dispose of blood or bodily fluids. Employees most likely to be exposed include first-aid responders, janitorial and maintenance personnel, and workers assigned to clean up after an industrial accident. Even if your job does not normally expose you to blood or bodily fluids, this session is helpful to raise your awareness of bloodborne pathogens, to understand why you should not come in contact with them, and to understand that it is important to report spills of blood or bodily fluids so that they can be cleaned up safely.	24 min
BLR_0006	Back Safety	This training presentation will help you understand how back injuries occur; prevent back injuries; use proper lifting, load carrying, and unloading techniques; and think intelligently about your back.	21 min
BLR_0007	Bloodborne Pathogens - General	This session will train you to identify bloodborne pathogens, or BBPs, that might be present in the workplace; understand how certain diseases are transmitted through blood; determine your risk of exposure to bloodborne pathogens in the workplace; protect yourself from exposure through prevention and by following certain procedures if you are exposed; respond appropriately if you are exposed to bloodborne pathogens; and understand your right to medical evaluations.	24 min
BLR_0116	Basic First Aid for Medical Emergencies	The main purpose of this session is to familiarize you with basic first-aid procedures. By the time the session is over, you will be able to recognize the benefits of obtaining first-aid and CPR certification; identify proper procedures for a variety of medical emergencies; assist in administering first aid when a co-worker is injured; and do no further harm.	26 min

BLR_0013	Disaster Planning-- What Employees Need to Know	The objective of this training session is to prepare you to deal with workplace disasters and other emergencies. At the end of the training session, you will be able to identify different types of workplace disasters, understand the requirements of our emergency response plan, carry out emergency response assignments effectively, and evacuate quickly and safely in an emergency.	24 min
BLR_0014	Disaster Planning-- What Supervisors Need to Know	The objective of this training session is to prepare you to deal with workplace disasters and other emergencies. At the end of the training session you will be able to recognize the types of workplace disasters you may face, understand the requirements of our emergency response plan, satisfy employee training requirements, and carry out emergency response duties effectively.	23 min
BLR_0019	Emergency Action and Fire Prevention	This training presentation will teach you to understand hazards that lead to an emergency, evacuate an area in an emergency, respond to an emergency, protect yourself from fire and other hazards, prevent fires, and respond to fires and spills.	20 min
BLR_0021	Exit Routes-- Supervisors	This training presentation will explain how to set up and maintain exit routes, implement the requirements of the facility Emergency Action Plan, recognize alarm signals, and implement evacuation procedures.	24 min
BLR_0027	Hazard Communication	Hazard Communication means knowing about the possible dangers of the hazardous chemicals you use in your job and how to protect yourself against those hazards. The main objective of this session is to tell you about the hazards of materials in the workplace and how to find the information you need to protect yourself and work safely.	25 min
BLR_0118	Home Safety	The main objective of this session is to help you ensure that your home is safe. By the time the session is over, you will be able to understand the importance of home safety; identify hazards in your home; eliminate or minimize recognized hazards; and keep your home and your family safe and secure.	25 min
BLR_0040	New Employee Safety Orientation	By the end of this session, you will be able to understand your role in our company's safety and health program, including security procedures, and get safety information from various sources, including company safety newsletters, bulletin boards, safety committee members, and labels or material safety data sheets.	28 min
BLR_0042	Office Ergonomics	The main objective of this session is to cover the topic of office ergonomics from hazards to precautions so that you can avoid developing work-related MSDs.	26 min
BLR_0043	Office Hazards	The main objective of this session is to discuss office hazards and the safety precautions you need to take to prevent accidents and injuries. By the time this session is over, you should be able to: recognize office hazards, know what to do in emergencies; take proper precautions to avoid accidents; reduce ergonomic risk factors; use proper lifting techniques; and manage stress	25 min

		effectively.	
BLR_0044	Pandemic Flu--How to Prevent and Respond	The main objective of this session is to make you aware of the risks of flu pandemics, the potential problems we could all face should we be hit with a pandemic, and the precautions you would need to take to keep yourself and your family safe.	19 min
BLR_0119	Saving Energy in Work and Beyond	In this session, you'll learn about key terms, such as "conservation" and "sustainability"; energy conservation and why it is important; facts about energy use including that energy use is not just use of electricity; costs of using and wasting energy; and tips, strategies, and opportunities for saving energy.	22 min
BLR_0120	Shiftwork Safety	The main objective of this session is to talk about how to keep safe and healthy when working nontraditional shifts. By the time this session is over, you will be able to recognize the health, social, and safety effects of working outside the usual 8-hour day shift; identify strategies for minimizing the negative impact of shiftwork; and stay healthy and safe when working shifts.	29min
BLR_0048	Slips, Trips, and Falls	By the end of the training session, you will be able to identify slip, trip, and fall hazards at work; understand safety specifications and features of walking surfaces and openings; use stairs and ladders safely to avoid falls; and avoid and eliminate slip and trip hazards.	22 min
BLR_0121	The Paperless Office: Conservation for Employees	In this session, you will learn about what conservation is and about sustainability; what a "real" paperless office is—fact or fiction; the environmental costs of paper production and waste; the economic costs of waste paper; and, we will share some "best practices" to save you paper, ink, and money.	16 min
BLR_0073	Workplace Safety for Employees	At the end of the training session, you will be able to understand why safety is such an important workplace issue, identify the requirements of OSHA and the law, know what our safety policy requires, and take an active role in promoting workplace safety and health.	27 min